

Department of Veterans' Affairs
JOB OPPORTUNITY
Veterans Health Care Services Administrator - Repost

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Open To: The Public

Location: Rocky Hill Veterans Healthcare Facility, 287 West St., Rocky Hill, CT 06067

Job Posting No: 3196

Salary: MP 70, \$102,546 - \$139,826 Annual

Closing Date: September 30, 2013

EXAMPLES OF DUTIES:

Directs staff and operations of health care services via directors of services; coordinates, plans and manages health care activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; prepares facility budget; maintains contact with individuals both within and outside of facility who might impact on activities; participates on and provides medical staff committees with administrative guidance; works with staff to ensure that health care services are in conformance with medical standards; reviews all patient admission applications to verify eligibility and suitability for admission; arranges patient hospitalization or transfer; maintains communications with patients and families to resolve concerns and improve communications; protects human and civil rights of both patients and staff; identifies staffing needs; works with personnel on motivation, recruitment and retention problems; participates in grievance procedures; assists in development and implementation of agency affirmative action plans; reviews and approves requests for equipment and other major expenditures; represents health care facility in meetings of professionals and for community organizations; prepares reports required by Veterans' Administration; may participate in negotiation of collective bargaining contracts; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of principles and practices of medical institution administration including personnel, counseling, accounting, budgeting and labor relations; knowledge of and ability to apply management principles and techniques; knowledge of veterans' organizations and effects of military service on health and quality of life; knowledge of legislation affecting veterans; considerable interpersonal skills; considerable oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience:

Ten (10) years of professional hospital or health care experience in a direct patient care area.

Note:

Direct health care area includes such occupational areas as nursing, psychology, social work and rehabilitation therapy. It does not include such occupational areas as security, dietary, plant and maintenance, business or similar areas.

Special Experience:

Two (2) years of the General Experience must have been in a managerial capacity in administration of a health care facility or for State Employees one (1) year of the General Experience must have been in assisting in directing staff and operations of the health care facility. For State Employees this is interpreted at the level of Veterans' Health Care Services Assistant Administrator.

Note:

Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and monitoring the budget.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in health care administration, hospital administration or other closely related field may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENT:

1. Incumbents in this class must possess and retain current licensure as a Nursing Home Administrator in Connecticut.

Note:

Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume or curriculum vitae, completed state application for employment CT-HR-12. State employees should submit a copy of your two most recent performance appraisals to:

**Department of Veterans' Affairs
Human Resources
287 West St.
Rocky Hill, CT 06067
Fax (860) 616-3536
Marge.Mancini@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.